

**St. Charles Community College
Board of Trustees Public Meeting
Monday, November 4, 2019**

M I N U T E S

CALL TO ORDER AND INTRODUCTION OF GUESTS

The meeting of the St. Charles Community College Board of Trustees was called to order in the Board Room (SSB 2102) at 5:30 p.m. by Board President Cilek. A quorum was present with the following members in attendance: Pamela Cilek, President; Shirley Lohmar, Vice President; Rose Mack, Treasurer; Mary Stodden, Secretary; Jean Ehlmann, Trustee; and William Pundmann, Trustee.

Also present were Dr. Barbara Kavalier, College President; Dr. John Bookstaver, Vice President for Academic Affairs; Donna Davis, Vice President for Human Resources/Chief Human Resources Officer; Dave Leenhouts, Vice President for Student Services; Heather McDorman, Vice President for Marketing and Student Life; Todd Galbierz, Vice President for Administrative Services/Chief Operations Officer; Chad Shepherd, Chief Information Officer; Betsy Schneider, Executive Director and Special Assistant to the President; and Julie Parcel, Executive Assistant.

Audience members included faculty members Rex McKanry and Nicole Pinaire; staff members Frank Barrow, Tim Brix, Jeff Drake, Rob Jones, Al Koehler, Bob Ronkoski, Susie Rubemeyer, Jay Scherder, Sharon Schreiber, Jacob Sundberg, and Nick Wallace; student Grey Rische, members of the SCC Cross Country Track Team, and community member Arnie C. "AC" Dienoff.

PLEDGE OF ALLEGIANCE

Board President Cilek led the Board, staff, and audience in the Pledge of Allegiance.

ACCEPTANCE OF MINUTES: OCTOBER 7, 2019, PUBLIC MEETING - Action

On a motion by Mack, a second by Pundmann, and a unanimous "AYE" vote to carry the motion, minutes of the October 7, 2019, Board of Trustees regular meeting were accepted as presented.

APPROVAL OF AGENDA

On a motion by Ehlmann, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the agenda was approved as amended to omit *AY 18/19 Faculty Sabbatical Report*.

TREASURER'S REPORT

Treasurer Mack presented the Treasurer's Report. Cash in bank \$3,825,782; total investments

\$18,450,000; tuition and fees received to date \$12,994,079; local taxes received to date \$214,996; state appropriations received to date \$2,885,887. On a motion by Pundmann, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Treasurer’s Report was accepted.

APPROVAL FOR PAYMENT OF BILLS

On a motion by Pundmann, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$2,181,991.

PUBLIC COMMENTS

Board President Cilek called for public comments. Community member Arnie C. “AC” Dienoff expressed concern about proposed policy revisions, noting that administrators should not practice discrimination as was recently exposed in St. Louis County, should not raise tuition, and should make the budget more public. Additionally, Dienoff expressed displeasure in procedures at an August public meeting in which another person was not allowed to register him for public comments in his absence, trustee travel, workmanship of the student housing building, funding for Warren County if voters approve a ballot proposition, and purchases made from out of state vendors.

FACULTY REPORT

Faculty Association President Rex McKanry presented highlights of faculty member accomplishments in archeology, biology, sociology, human services, and criminal justice.

STUDENT GOVERNMENT ASSOCIATION REPORT

Student Government Association President Grey Rische presented a summary of activities, events, and future plans in student government and student clubs.

REPORT OF THE COLLEGE PRESIDENT

Dr. Kavalier provided a review of the institution’s most recent accomplishments as included in the monthly newsletter and expressed appreciation for the work of Todd Galbierz in the student housing project, Heather McDorman in the Warren County ballot proposition, and Donna Davis for the renewed accreditation, with commendations, of SCC’s Child Development Center.

Following the report, SCC’s cross country team and coach were introduced and honored for regional and national awards earned during the College’s inaugural year for the sport.

AUDIT REPORT

On a motion by Stodden, a second by Mack, and a unanimous “AYE” vote to carry the motion, the Board accepted the Audit Report for fiscal year 2019 as presented at the October 7, 2019, Board of Trustees meeting.

2019 ACCT (ASSOCIATION FOR COMMUNITY COLLEGE TRUSTEES) LEADERSHIP CONGRESS REPORT

Dr. Barbara Kavalier presented a summary of sessions attended by trustees Cilek, Mack, Pundmann, and Stodden at the 2019 ACCT Leadership Congress in October.

BOARD OF TRUSTEES POLICY MANUAL REVISIONS (ACTION)

Article IV.01/VI.01 Non-Discrimination and Equal Opportunity

On a motion by Ehlmann, a second by Pundmann, and a unanimous “AYE” vote to carry the motion, the Board approved the addition of broad language to *Article IV.01/VI.01 Non-Discrimination and Equal Opportunity* to account for individual differences in state and local legislation related to non-discrimination and equal opportunity in order to accommodate part-time faculty members who teach from states other than Missouri.

BOARD OF TRUSTEES POLICY MANUAL REVISIONS (REVIEW)

The following policies were presented for review:

Article V.01 Tuition, Fees, and Refunds for Credit Classes

Revision of the Schedule of Tuition, Fees, and Refunds for Credit Classes establishes a Health Information Management (HIM) program fee that is separate from other Nursing and Allied Health programs. The proposed HIM program fee of \$250 per semester is appropriate for this fully online program and will be effective beginning with the Spring 2020 semester.

Article V.02 Use and Scheduling of Facilities

The revision combines *P-307 Use and Scheduling of Facilities-College Sponsored Activities* and *P-308 Use and Scheduling of Facilities-Non College Groups* into one broad policy and permits rental fees and terms of use to be set and adjusted with approval of the College President or designee. Additionally, the policy number has been changed to *Article V.02 Use and Scheduling of Facilities* as part of the policy reformatting project.

Article V.06 (P-206) Budget

The revision adjusts the target range for the General Fund reserves from 10%-20% to 20%-30% and allows reserve amounts above 30% to be designated for strategic investments upon recommendation by the College President and approval by the Board of Trustees. Additionally, the policy number has been changed from *P-206 Budget* to *Article V.06 Budget* as part of the policy reformatting project.

Action will be requested at the next regular meeting

RESOLUTION FOR APRIL 7, 2020, ELECTION OF TRUSTEES

RESOLUTION CALLING AND PROVIDING FOR AN ELECTION TO BE HELD IN THE DISTRICT COMPRISING ST. CHARLES COMMUNITY COLLEGE, ST. CHARLES COUNTY, MISSOURI, ON TUESDAY, THE 7TH OF APRIL, 2020.

The Board of Trustees took up for consideration and determination, the matter to be submitted to the qualified electors of the college district at the Election to be held on Tuesday, the 7th day of April, 2020. Following a discussion of these matters, Trustee Pundmann offered and moved the adopting of the following resolution:

A RESOLUTION CALLING AND PROVIDING FOR THE HOLDING OF AN ELECTION IN THE DISTRICT COMPRISING ST. CHARLES COMMUNITY COLLEGE, ST. CHARLES COUNTY, MISSOURI, TO ELECT TWO MEMBERS OF THE BOARD OF TRUSTEES TO SERVE FOR A TERM OF SIX (6) YEARS.

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF ST. CHARLES COMMUNITY COLLEGE, ST. CHARLES COUNTY, MISSOURI, AS FOLLOWS:

That at the Election to be held within the District comprising St. Charles Community College, St. Charles County, Missouri, as provided by law on Tuesday, the 7th day of April, 2020, there shall be submitted to the qualified electors of said College District the following question:

ELECTION OF TRUSTEES

To elect two (2) members of the Board of Trustees to serve for a term of six (6) years.

Trustee Mack seconded the motion to adopt the foregoing resolution and said resolution, having received the affirmative vote of all members of the Board present, the president of the Board declared the motion carried and the resolution adopted this 4th day of November, 2019.

BIDS AND CONTRACTS

Apple Computers

On a motion by Lohmar, a second by Stodden, and a unanimous "AYE" vote to carry the motion, a contract was awarded to Apple, Inc., Austin, TX, in the amount of \$75,700.00 for the purchase of twenty-five (25) Apple iMac Computers with AppleCare+ Protection to be used in open labs and for instructional purposes by the Art department. *Funding Sources: 2019/2020 Enhancement Grant-Graphic Design Program (\$24,224.00); 2019/2020 Enhancement Grant College Match from Art Lab Fee (\$51,476.00)*

Dell Microcomputers and Laptops

On a motion by Stodden, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board granted an award to Dell Marketing, Round Rock, TX, in the amount of \$298,726.36 for ninety-one (91) Dell microcomputers and one hundred (100) laptops; and an award to InfiniTech LLC, Columbia, MO, in the amount of \$170,017.39 for the purchase of one hundred twenty one (121) Dell microcomputers, including MAC address reporting and installation, to be used as replacements or additions for classrooms, faculty, and staff. *Funding Sources: 2019/2020 Enhancement Grant (\$191,389.08); 2019/2020 Enhancement Grant College Match from Technology Fee (\$63,796.36); 2019/2020 Technology Fee (\$189,479.91); HIS Project (\$24,078.40)*

Exterior Signs

On a motion by Mack, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the Board approved a contract with Innovations Architectural Signs, Warrenton, MO, in the amount of \$41,121.00 plus a 10% contingency, for a total amount of \$45,233.10 to upgrade seven entrance signs on the main campus, one sign at the Dardenne Creek Campus entrance, and one sign on the building of the Dardenne Creek Campus. *Funding Source: 2019/2020 College Plan*

Online Course Evaluation System

On a motion by Lohmar, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, a contract was awarded to Campus Labs, Inc., Buffalo, NY, in the amount of \$51,997.00 for a period of three years with the option to renew, if mutually agreeable, with a maximum 10% increase for the second three-year term for an online course evaluation system for students’ classroom evaluation surveys. *Funding Source: Academic Affairs Operating Budget*

Student Center Renovation

On a motion by Pundmann, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board approved a contract with Integra, Inc., St. Charles, MO, in the amount of \$236,220.00 plus a 10% contingency, for a total amount of \$259,842.00 for purchase of new equipment for the main kitchen located in the Student Center. *Funding Sources: State Bond Proceeds (\$179,317.00); Auxiliary Services Reserves (\$80,525.00)*

PERSONNEL RECOMMENDATIONS

On a motion by Mack, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the Board approved the following personnel recommendations:

Full-time New and Replacement Hires

Ash, Justin (NECC)AEL Instructor
 Gulley, Lance (MTN)..... Maintenance Technician
 Scherder, Jay (MKT) Director of Marketing and Communications
 Weiner, Richard (PUR) Purchasing Manager

Full-time Changes

Abernathy, Jenise (ENS)Enrollment Services Assistant to
 Admissions/Financial Aid Specialist
 Hunn, Michelle (ENS)Enrollment Services Assistant to

Main, Amanda (ENS)	Admissions/Financial Aid Specialist Enrollment Services Assistant to Admissions/Financial Aid Specialist
Neal, Amanda (ENS)	Enrollment Services Assistant to Admissions/Financial Aid Specialist

Full-Time Separations

McVey, Mary (NECC)	AEL Instructor
Weiner, Richard (PUR)	Purchasing Manager

Part-Time New and Replacement Hires

Alvarez-Marin, Abel (MNT)	Work Study
Buchholz, Samuel (THE)	PB Theatre Production Assistant
Castillo, Sharon (AEL)	PB AEL Instructor
Curran, Rebekah (SCI)	Science Lab Technician
Diamond, Eva (ADS)	Work Study
Facio, Allaina (STU)	Work Study
Ham, Rebekah (ADR)	Work Study
McCown, Donald (GRDS)	Groundskeeper
Montanaro, Katelyn (IRE)	Student Assistant
Stuckel, Matthew (YPT)	PB Young People’s Theatre Technician
Van Mondfrans, Tanner (CPT)	Student Assistant
Wells, Eric (TOL)	Work Study

Part-Time Changes

Cox, Christina (IRE)	Full-time Associate Director of Institutional Research to Part-time Research and Data Analyst
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OTHER

No additional business was discussed.

ADJOURNMENT

On a motion by Mack, a second by Pundmann, and a unanimous “AYE” vote to carry the motion, the meeting adjourned at 6:55 p.m.